

Department of Education, Sport and Culture
Scoill yn Jubilee

Job Description

Title of post: Teacher in Charge & Specialist Provision Coordinator

Salary Grade: £36,557 - £46,716 + TLR 2(£7,663) Per Annum

Employment Duties

This job description is to be performed in accordance with the provisions of the Isle of Man Department of Education Sport and Culture Conditions of Tenure and Sick Pay Regulations for the employment of teachers, and within the range of teachers' duties set out in that document.

These duties are to be carried out as directed by the Executive Headteacher in accordance with, and with regard to the Department of Education Sport and Culture and School policies and schemes of work in force at the current time.

The teaching responsibility is for either PPA cover or one class of pupils in the school as directed by the Executive Headteacher.

In addition to being a teacher the Teacher in Charge (referred to internally as Assistant Head) will work alongside the Executive Headteacher and Heads of School in contributing to the general life and development of the school. The post holder is, in partnership with the Executive Headteacher and Heads of School, accountable for standards of teaching and pupil learning across the school.

In carrying out the duties of the post, the Teacher in Charge will take responsibility for the Health and Safety aspects that appertain to the general classroom management and to their area(s) of leadership, in compliance with the Health and Safety at Work guidance and regulations.

As Teacher in Charge the post holder will be able to demonstrate that they consistently meet the professional standards for teachers, and work towards the (UK, 2020) National Standards for Headteachers.

Relationships:

- The post holder is accountable to and line-managed by the Executive Headteacher.
- The post holder is to liaise with all other teaching and non-teaching staff throughout the school, and support them in their professional development.
- The post holder will collaborate with outside bodies as and when required.
- The post holder will lead and manage the work of any support staff working in their class, and establish partnerships with parents and carers. The post holder will develop fair, respectful, trusting, supportive and constructive relationships with pupils.
- The post holder will be a senior member of staff and will establish relationships with the staff, parents, pupils and community in such a way that exemplifies this level of seniority.

Purpose of the Job:

- To stand in for the Head of School in the day to day running of the school in the absence of the Head of School (and / or Executive Headteacher).
- To act on behalf of the Head of School in their absence.
- To work in partnership with the Executive Headteacher and Heads of School to lead on school improvement and school improvement planning.
- To work with and support the Heads of School in the internal organisation and management of the school, and the implementation of school policies.
- To work with and support the Heads of School in internal logistics and day-to-day running of the school.

- To support the supervision of teaching and non-teaching staff in relation to their conditions of service.
- To take responsibility for teaching PPA within the school.
- To lead the development of aspects of teaching and learning within the school, as directed by the Executive Headteacher, and be jointly responsible for auditing and maintaining resources to enable the full delivery of the curriculum.
- To work alongside the Executive Headteacher and Heads of School in the cycle of quality assurance and inspection, school improvement and development planning and performance management of staff.
- To support the Executive Headteacher and Heads of School in maintaining and developing the good name of the school at all times.

Duties and Responsibilities

In relation to pupils:

- To have responsibility for the effective teaching and learning of a class of children, ensuring that the children have an appropriate, broad and balanced education in line with school policy and the Department of Education Sport and Culture's Essentials for Learning Curriculum.
- To offer leadership, guidance and support to other members of staff in relation to teaching and learning.
- To take responsibility for the welfare of all children in the absence of the Head of School.
- To promote the good behaviour of all pupils.
- To establish a purposeful and safe learning environment which is well organised and promotes pupil independence in learning.
- To set the highest possible standards of classroom practice and management as an exemplar to other colleagues.
- To keep appropriate and up-to-date records of pupil progress, monitoring and evaluating this progress in line with school policy.
- To provide a positive role model for children by promoting the school's agreed values.
- To provide pupils with timely, accurate and constructive feedback on learning / skills development.

In relation to staff:

- Work with all staff to achieve the aims of the school.
- Contribute and assist in leading whole school developments and strategic improvement in accordance with the school's vision statement, through close liaison with the leadership group of the school.
- To assist the Heads of School in maintaining a positive ethos within the school which is caring and supportive for staff, children and parents.
- To support the Head of School in ensuring staff development needs are met.
- To plan some aspects of in-service training within school through consultation with the Executive Headteacher and Heads of School.
- To support the Executive Headteacher and Heads of School in ensuring proper standards of professional performance are established and maintained.
- To support the Executive Headteacher and governing body, as appropriate, with the selection and recruitment of staff to the school.
- To develop appropriate professional relationships with all members of staff.
- To support and advise on professional development including the induction of Early Career Teachers and placement of initial teacher training students.
- To help promote the welfare, morale and motivation of all staff.
- To work with the Head of School and develop a professional relationship which is beneficial to the school and the staff.

- To plan and lead curriculum development meetings, staff briefings, INSET and assemblies as required and directed by the Head of School.
- To develop and maintain appropriate professional relationships with all members of staff at all times.
- To provide colleagues with timely, accurate and constructive feedback on pupil learning / skills development.

In relation to the curriculum:

- To have a clear overview for the whole school curriculum, and in partnership with the Executive Headteacher and other SLT be accountable for standards in teaching and learning across the school.
- To be part of the Senior Leadership Team developing whole school initiatives.
- To select and make good use of ICT skills / resources for teaching and learning and management support.
- To support staff with the arrangements for the organisation of the curriculum and its effective delivery.
- To liaise with the Executive Headteacher and Heads of School to determine the arrangements for the organisation of the curriculum.
- To keep up to date with new initiatives, attending INSET courses and disseminating information to staff.
- To liaise with the Heads of School about policy, planning, and assessment.
- To assist with monitoring, reviewing and evaluating the curriculum to ensure provision, expectations and standards are high.
- To be involved with all aspects of the school's development, including contributing fully to the School Improvement Planning processes and ongoing quality assurance process.

In relation to Resources and Budget:

- To be involved with and assist the Executive Headteacher and Governors in setting aspects of the school budget in line with the School Improvement Plan.
- Scrutinising and signing payment listings and signing official documents including banking in line with the Bank Mandate Order.
- To advise the Executive Headteacher and Head of School about resource needs in the school as appropriate.

In relation to site, premises and environment:

- To be aware of and assist in supporting the Health and Safety Policy of the school and Department of Education Sport and Culture.
- to advise the Heads of School of any known concerns and liaise with appropriate agencies as and when necessary in conjunction with and on behalf of the Head of School.
- To take necessary and appropriate action in the absence of the Head of School.
- To work alongside the Heads of School in promoting an orderly, stimulating and challenging environment for all pupils both inside the school and within the school grounds.

In relation to the Governing body, parents and community:

- To attend Governing body meetings as required, and provide reports / information as required.
- To support the development of parental involvement in the school, including the fundraising events.
- To take an active role in community events that involve the school.
- To support and assist the promotion of effective relations between the school / parents and community.
- To promote positive relationships between the school and Governing body.

- To liaise with other professional bodies, agencies and services.
- To assist in cross phase liaison to promote continuity in learning.
- To provide parents with timely, accurate and constructive feedback on pupil learning / skills development (both oral and written).

Safeguarding

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service’s Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department’s Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.

Particular Responsibilities/Key Tasks

TLR2C

- Assist, and deputise for, the Heads of School with regards to the operational day-to-day running of the school
- Act as SENCO
- Act as a deputy DSL

Arrangement for Review

This job description will be jointly reviewed by the Executive Headteacher and the post holder each academic year. It can be reviewed on other occasions, by the arrangement of all parties as a voluntary activity.

Signed..... (Post-holder)
.....(Date)

Signed..... (Executive Headteacher)
.....(Date)